



**Project:** Verona Road Interchange, I.D. 1206-07-05/06/09

**Strand Job No.:** 1089.369

**Meeting Location:** Strand Associates, Inc.®, 910 West Wingra Drive, Madison, Wisconsin

**Meeting Purpose:** Dane County Stakeholder Meeting No. 19

**Present and which group meeting they attended:**

- Joe Bunker–Business and Labor
- Rochelle Codlyn–Labor
- Alfonso Studesville–Business
- Wyolanda Singleton–Business and Labor
- Dorothy Krause–Labor
- Tim Alston-Labor
- Michele Carter-Business and Labor
- Katrina Feltes-Business and Labor
- Paul Ndon-Business and Labor
- Paul Zimmer–Labor
- Jay Jerde- Business and Labor
- Jane Moy-Labor

**In attendance by phone/Internet live meeting and which group meeting they attended:**

- Norman Davis–Business
- Alicia Griffin–Business and Labor
- Clay Tschillard–Labor
- Mary Watrud–Labor
- Marge Wood–Business and Labor
- Brian Mitchell–Business
- Julie Harkinson–Business
- Andrea Moore-Business

**Meeting Handouts (provided via e-mail before the meeting)**

- Meeting notes and presentations from March 2013 meeting
- Meeting Agenda

**Discussion:**

1. Labor Group Meeting (5 P.M.)  
 Welcome and Opening Remarks

The group was welcomed by Rochelle and brief introductions were given.

Michele reviewed the agenda items:

- a. Discuss progress of data collection for aspirational goals.
- b. Q&A for the labor fact sheet and new hires.

The group discussed the following aspirational goal numbers:

- a. Mary will provide aspirational goal numbers for the YWCA, CWDA, and Operation Fresh Start for the next meeting.
- b. Marge will provide aspirational goal numbers for the Tools for Tomorrow group by the next meeting.
- c. Michele noted that the correctional institutions do not organize their

**Action:**

- Mary will provide goal numbers in May.
- Marge will provide goal numbers in May.



**Discussion:**

- numbers.
- d. Clay will provide aspirational numbers for the electrical union by the next meeting. Either Clay or Mary will also provide the iron workers.
- e. Rochelle noted the group needs to provide carpenters and operators aspirational numbers. Michele suggested Rosalind contact these groups.
- f. Michele stated the importance of having real numbers to approach agencies regarding this topic.

**Action:**

- Clay will provide goal numbers in May.
- Rosalind will provide goal numbers in May.

Michele discussed the following prebid meeting items:

- a. This is a technical meeting to provide contractors with additional details of the project and to answer their questions.
- b. This is a good time for the DBE office to discuss equity provisions.
- c. The meeting can include a business card exchange.
- d. Michele requested WisDOT invite the Stakeholders group to the Verona Road prebid meeting on April 23 at 1 P.M.

WisDOT will invite the stakeholders to the Verona Road prebid meeting.

Michele discussed the following “new hire” topics:

- a. What is a new hire?
  - (1) A trans grad, new unskilled laborer, laid-off construction worker, or a worker who never worked for the hiring contractor previously.
- b. What affects new hires?
  - (1) Employees existing workforce and skill level.
  - (2) Employers overall workload because contractors cannot plan their work several months in advance. Contractors need to have a trained workforce available on short notice upon winning a project as the low bidder.

Michele discussed the criteria for acceptance of individuals into the labor development program as follows:

- a. Must be 18 years old.
- b. Must have a valid driver’s license or reliable personal transportation.
- c. Must have math and reading comprehension (there will be an interview to see if good fit) to a 6th grade level.
- d. Must pass a drug and alcohol screening.

The group asked about the TrANS program going forward. Michelle noted a request for proposals is currently available through WisDOT with a goal of additional classes and training by August 2013.

2. Project Updates

Katrina provided project updates and exhibits (attached) for the I-39 project. Joe provided project updates and exhibits (attached) for the Verona Road project.

3. Business Group Meeting (6:15 P.M.)

Michele discussed the agenda for the meeting.

- a. Contract provision examples and discussion.
- b. Dane County small business orientation meeting.



**Discussion:**

Michele discussed the small business orientation meeting. Michele requested Katrina’s assistance with organizing the meeting. Katrina asked whether the meeting should be held before or after 5 P.M.? The group agreed to a meeting before 5 P.M. Michele requested Katrina prepare an invitation for the meeting and the DBE office will distribute the invitation to those that should attend. Rochelle noted the invitation will be sent to the stakeholders group and the listing of local DBE firms that was discussed at the March meeting. Brian offered to place the invitation on his company web site.

**Action:**

WisDOT will organize an orientation meeting for the DBE firms from WisDOT’s SW Region.

Michele discussed contract provisions and what they can include:

- a. Contract provisions require contractors to have certain things or perform certain tasks:
  - (1) Have an Equal Employment Opportunity (EEO) policy.
  - (2) Have a designated EEO officer.
  - (3) Train employees in EEO policy.
- b. DBE Goal Setting Process:
  - (1) Annual statewide DBE goal is established by WisDOT and FHWA.
  - (2) Process considers anticipated pool of ready, willing, and able firms and prequalified bidders.
  - (3) Goals are assigned on a contract-by-contract basis.
  - (4) Contract goal attainment is reviewed after notification of contract award and before contract execution.
  - (5) DBE commitment form (DT1506) is used for goal review.
  - (6) Good faith effort forms (DT1202) are used for goal review.
  - (7) Prime contractors maintain a log of all DBE outreach attempts.
- c. Additional Special Provisions (ASP)
  - (1) ASP 1: TrANS graduates working goals and incentive goals.
  - (2) ASP 3: DBE program implementation.
  - (3) ASP 4: Prompt payment.
  - (4) ASP 7: First tier and DBE.
  - (5) ASP 8: EEO affirmative action requirements.
  - (6) ASP 9: Electronic payroll.
  - (7) Michele stated she will have Paul Ndon from WisDOT send a notice where to find ASP information.

Paul Ndon will send a link to the ASPs on WisDOT’s website.

**4. Announcements**

The May meeting will be webcast.

The meeting adjourned at approximately 7 P.M.

If there are any additions or comments on these minutes, please call (608) 251-4843 or e-mail Joe.

Prepared by Joe Bunker and Wyolanda Singleton and respectfully submitted to participants and invitees.

c: All Participants and Invitees



## Dane County Stakeholder Committee Focus: Verona Rd & I-39/90 Projects

April 3, 2013  
5:00 PM - 7:00 PM

### IN PERSON

Strand Associates, 910 West Wingra Drive, Madison, WI 53715

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### AGENDA

#### ***Labor***

5:00p.m.

- 1) Roll Call
- 2) Review Agenda
- 3) Review Purpose of Aspirational Goal
- 4) Discuss Progress of Data collection for Aspirational Labor Goal (Committee Members et.al)

#### **Refer to "Data Collection for Aspirational Goal Worksheet"**

- 5) Review Labor Fact Sheet "New Hire" definition
- 6) Review Sample Pre-Bid meeting agenda

#### **6:00 – 6:15 Project Overview-**

- Let Schedule for I39/90- Craig Pringle
- Let schedule for Verona Road- Joe Bunker
  - Pre-bid meeting agenda & update

#### ***Business***

6:15p.m

- 1) Review Agenda
- 2) Review Stakeholder Committee Priorities/Action Plan
- 3) Discuss Strategy for Mandatory Pre-Bid Meeting
- 4) Discuss relevant contract provisions
  - a. FHWA 1273
  - b. Additional Special Provisions

**Future Meeting Schedule**  
*May 1, 2013 (In Person)*

## DATA COLLECTION for LABOR ASPIRATIONAL GOAL WORKSHEET

Ready, Willing & Able Construction Workers (People of Color and Females)

Ready, Willing & Able Construction Workers (All Construction Workers)

### Data Collection Exercise:

- ✚ Request numbers representing their overall pool of ready, willing and able members or participants.
- ✚ Ask that the data be segregated to account for minority, women demographics
- ✚ Ultimately interested in the contact information for their pool of candidates

### 2013 Data Requests:

Workforce Resources				
COMMUNITY BASED ORGANIZATIONS				
	<i>Minority</i>	<i>Female</i>	<i>Non-minority</i>	<i>TOTAL</i>
YWCA of Madison (TrANS): CWDA: <i>(data from Operation fresh start, Tools for Tomorrow, CTI)</i>	<i>114</i>	<i>22</i>	<i>56</i>	<i>192</i>
SCHOOL SYSTEMS				
MATC	<i>78</i>	<i>90</i>	<i>490</i>	<i>658</i>
Blackhawk Technical College	<b>27</b>	<b>18</b>	<b>190</b>	<b>235</b>
Sun Prairie Diesel School				
Department of Public Information <i>(for high schools with construction specialties in Dane County)</i>	<i>11</i>	<i>9</i>	<i>141</i>	<i>161</i>
GOVERNMENT AGENCIES				
Bureau of Apprenticeship Standards	<i>33</i>	<i>23</i>	<i>230</i>	<i>286</i>
Workforce Investment Board (WIA) Job Centers	<i>13</i>	<i>13</i>	<i>13</i>	<i>39</i>
Veterans Affairs				
Department of Corrections				
CONSTRUCTION UNIONS				
Carpenters				
Cement Masons				
Construction Laborers (Local 464)	<i>148</i>	<i>22</i>	<i>416</i>	<i>586</i>
Electrical				
Ironworkers				
Operating Engineers	<i>12</i>	<i>0</i>	<i>362</i>	<i>374</i>

USDOL Minority Labor Goals: **Dane County 2.2%, Rock County 3.1%; Female Labor Goal 6.9%**

# LABOR FACT SHEET

## LABOR DEVELOPMENT PROGRAM (TrANS)

### 1. Who are the Labor Development Program Training Providers

- Human Capital Development – First Choice Pre-Apprenticeship Training, Racine & Kenosha, WI
- Forward Service Corporation, Mole Lake, WI
- WRTP/Big Step, Milwaukee, WI

### 2. Who could be a new hire?

- A TrANS Graduate
- A new and unskilled construction worker
- A laid off construction worker hired by a different company
- Anybody who never worked for that contractor

### 3. What affects actual new hires for the Project?

- Employer's existing workforce and skill level
- Employers overall workload
- Type/Categories of work
- Location of work

### 4. What are the enforceable labor participation goals?

Labor goals are mandated by federal regulations through the US Department of Labor and Executive Order 11246. The goals are 6.9% for female nationwide. Minority percentage goals vary by county. I 94 North South counties:

- Dane 2.2%
- Rock 3.1%

Labor goals are enforceable on the workforce resulting from the project, not the employers existing workforce.

### 5. What are the criteria for acceptance in the Labor Development Program (TrANS)?

- 18 years of age or older
- Valid drivers license (or acceptance into the Driver's License Recovery program)
- Reliable personal transportation
- Math & reading competencies above the 6<sup>th</sup> grade level (TABE test results)
- Ability to: pass a drug & alcohol screen, lift 50 lbs consistently, and work in extreme weather conditions, work 40 – 60 hrs per week including weekends, alternate shifts and various locations.

### 6. What is the Labor Development Screening Process?

Orientation – Screening – Assessment – Training - Job Referral

### 7. Who conducts orientation and when?

The Labor Development Program provider in your area determines who conducts orientations and when.

### 8. How many classes will be conducted per year? What is the class size?

The number of classes is determined based on need and the established program budget. The optimal class size does not exceed 15.

### 9. Is a Labor Development Program graduate "guaranteed" a job?

No, graduates become a part of a hiring pool. Employers determine whom to hire.

### 10. What is the existing pool for new hires on the I-94 North South Corridor Project?

The Labor Development Program provider will develop a pool of graduates comprised of previous and current TrANS Graduates.

### 11. Are WisDOT projects all union jobs at union wages?

WisDOT projects are not designated union or non-union; therefore, the prevailing wage rates are applied and enforced by WisDOT.

### 12. How does the Labor Development Program benefit the contractor?

- Contractors have access to a pre-screened, job ready pool of candidates
- WisDOT projects may contain a provision that will pay a contractor:
  - \$5 per hour for up to two years for hiring a Labor Development program graduate
  - \$5 per hour for the entire apprenticeship of a graduate of the Labor Development Program hired as an apprentice.

### 13. What if I don't want to be involved in the TrANS program but I would like to have my driver's license recovered?

Because the Driver's License Recovery Program is specific to the TrANS labor development program for the I-94 North South Corridor project, only those individuals that qualify for TrANS training, with the desire to begin a career in road construction on this project, will be accepted into this program. All others should seek assistance from community-based organizations in their area.

### 14. What are the projected new hires for the Mega Project?

New hires are calculated as potential additional workforce resulting from the project. The numbers are calculated by the following:

- Project Cost
- Project Design
- Existing related construction workforce statistics
- Average annual work hours

Projected new hires for Milwaukee County, and Racine and Kenosha Counties are pending approval and release from the Governor's office.

#### CONTACT PERSONS

Division of Transportation System Development  
Office of Business Opportunity & Equity Compliance

DBE Program Chief  
**Michele Carter**  
608-266-6961

Project Managers:

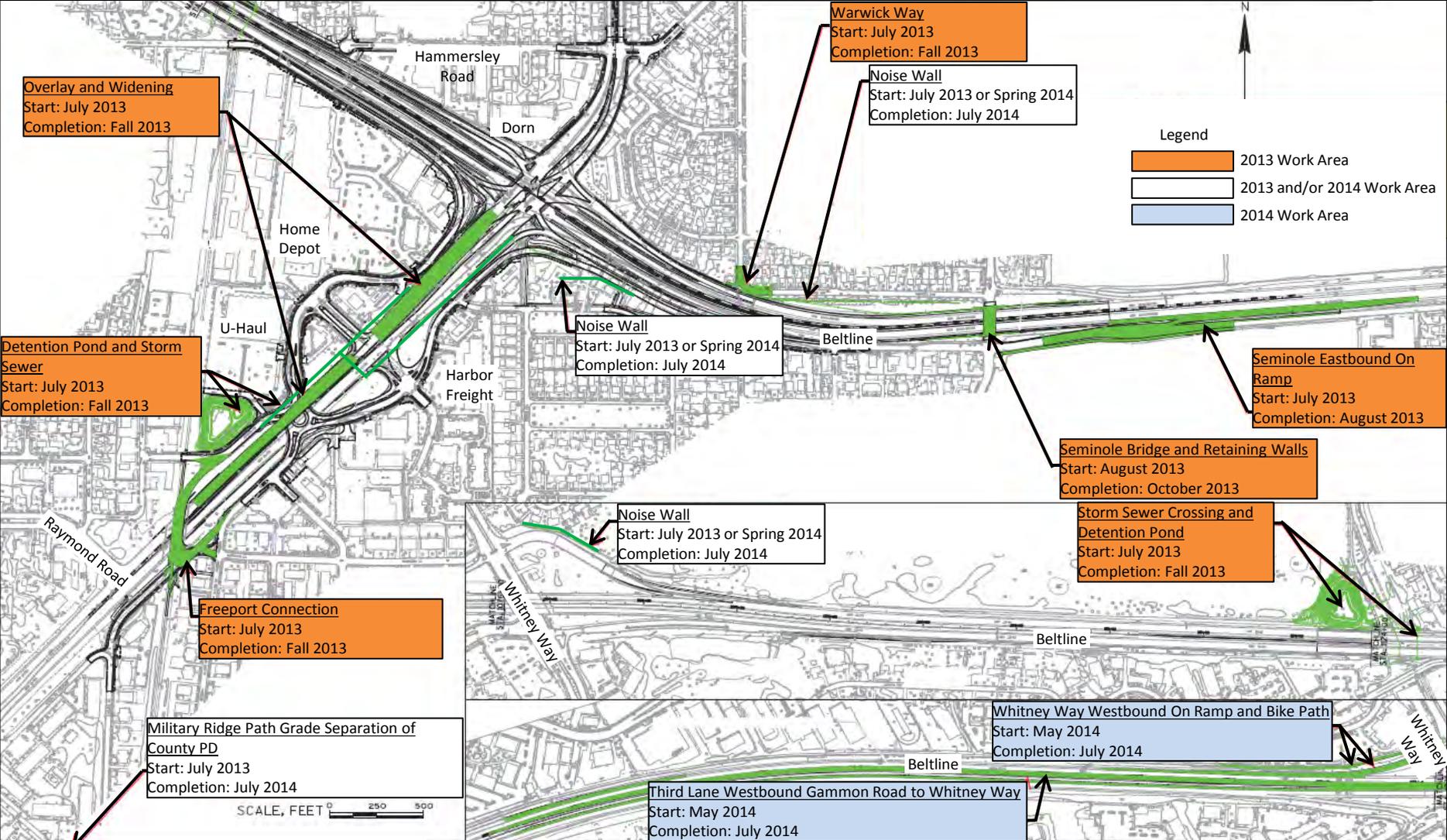
Website: [www.I39-90.wi.gov](http://www.I39-90.wi.gov)



# Verona Road (US 18/151) Project



## Stage 1, Phase 1: 2013 to 2014 Construction



For more project information visit:  
[www.veronaroadproject.wi.gov](http://www.veronaroadproject.wi.gov)



Facebook.com/WI Verona Road Project

# Verona Road (US 18/151) Project

## Stage 1, Phase 1: 2013 to 2014 Construction



To ease congestion during construction, the following intersections and digital message boards will be constructed in 2013 & 2014.

- 1. County M and County PB: **2014**  
Signal and turn lane extensions proposed.
- 2. County M and County D (Fish Hatchery Road): **2014**  
Turn lanes proposed.
- 3. County D and Whalen Road: **2014**  
Turn lane and bike accommodations proposed.
- 4. Seminole Highway and Lacy Road: **2013**  
Turn lane additions.
- 5. County PD and Seminole Highway: **2013**  
Eastbound left turn lane extension.
- 6. Seminole Highway and Sentinel Pass: **2013**  
Signal and turn lane extensions.
- 7. Whitney Way and Gilbert Road: **2014**  
Southbound left-turn lane extension.
- 8. Seminole Highway, Yuma and Nakoma Drive: **2013**  
Signal and revised pavement marking.
- 9. Digital Message Boards 



For more project information visit:  
[www.veronaproject.wi.gov](http://www.veronaproject.wi.gov)



Facebook.com/WI Verona Road Project

# I-39/90 North Segment Construction

## Project No. 1007-10-01

### South Dane County Line to USH 12/18

#### Siggelkow Road to USH 12/18



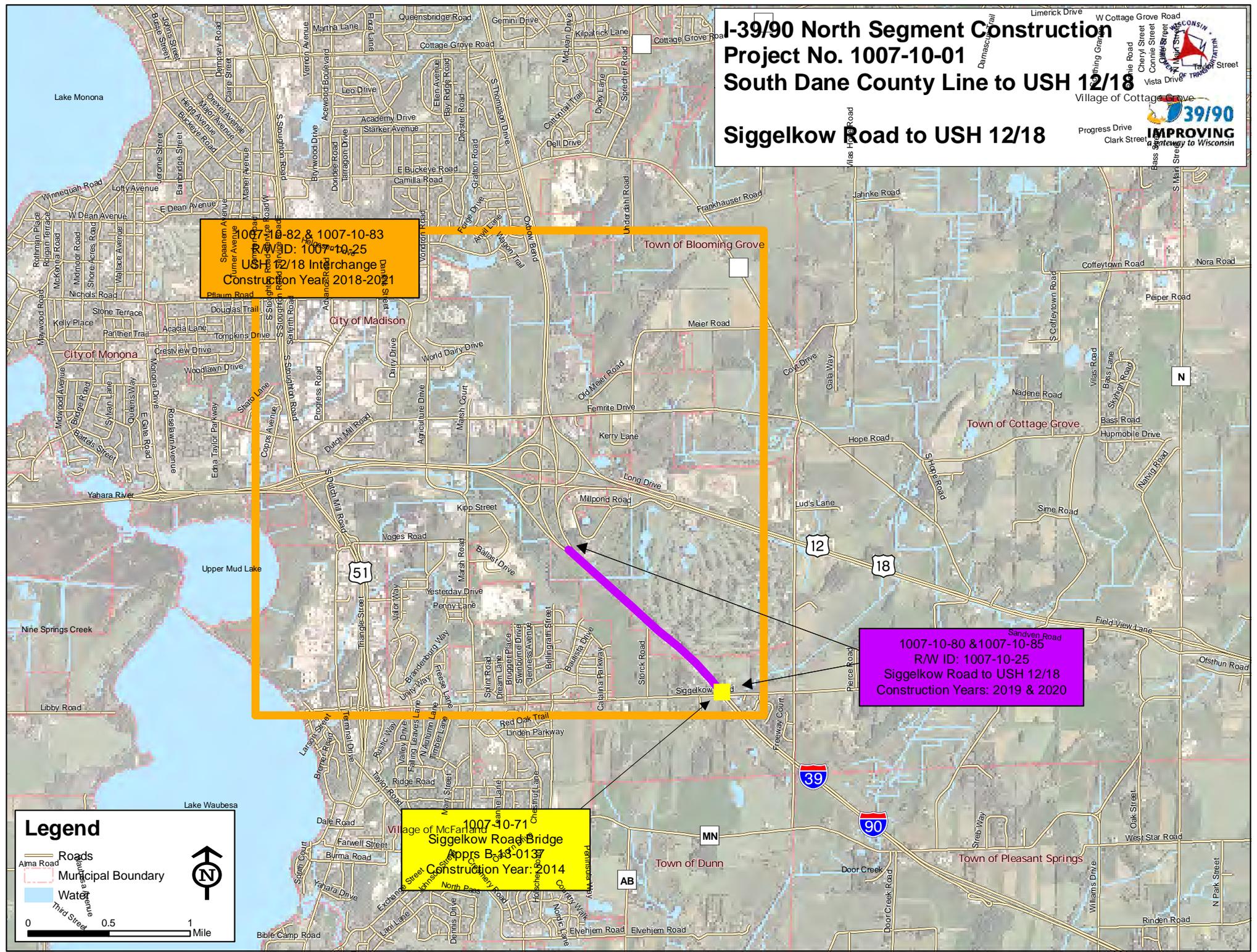
1007-10-82 & 1007-10-83  
 R/W ID: 1007-10-25  
 USH 12/18 Interchange  
 Construction Year: 2018-2019

1007-10-80 & 1007-10-85  
 R/W ID: 1007-10-25  
 Siggelkow Road to USH 12/18  
 Construction Years: 2019 & 2020

1007-10-71  
 Siggelkow Road Bridge  
 Apprs B-18-0137  
 Construction Year: 2014

**Legend**

- Roads
- Municipal Boundary
- Water



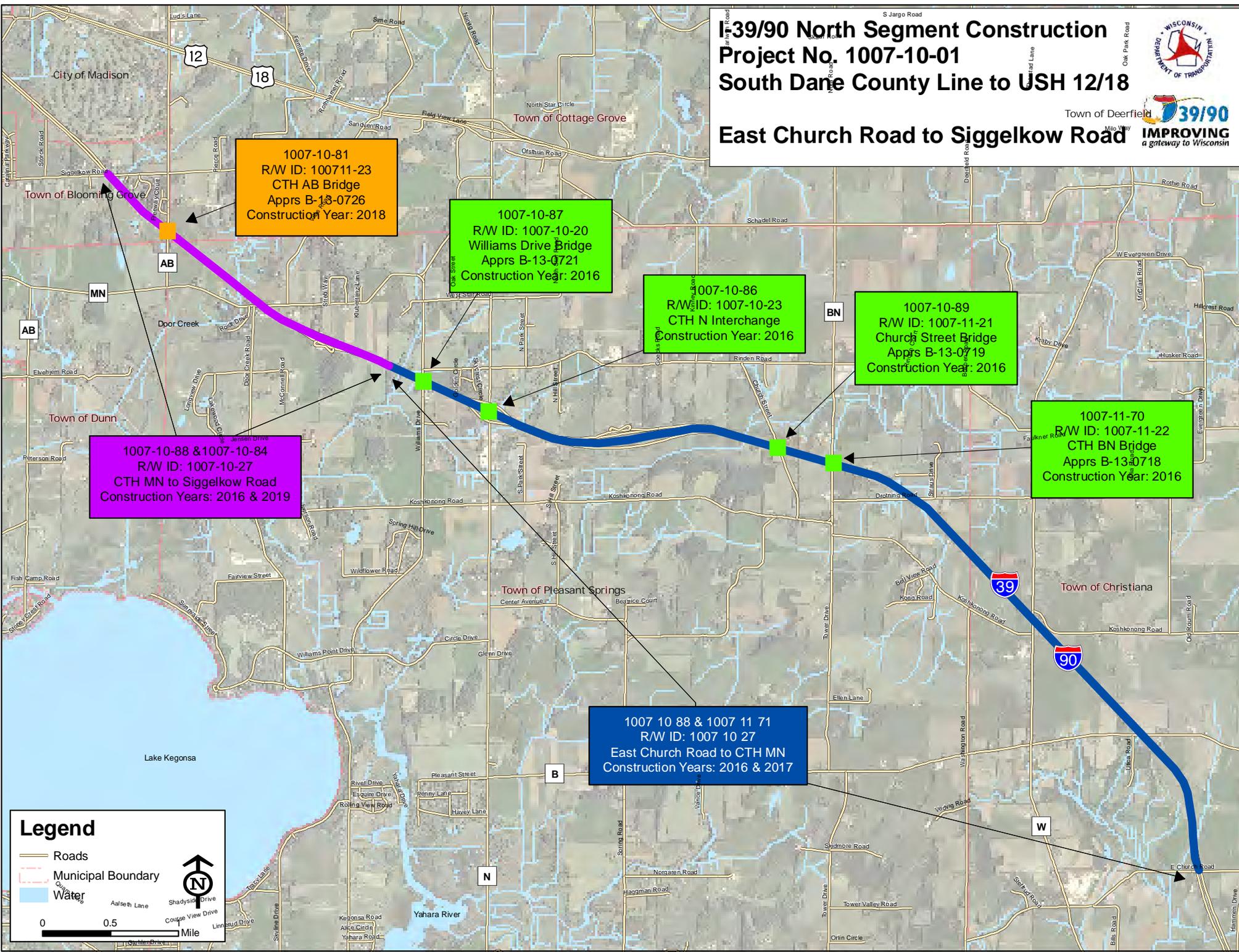
# I 39/90 North Segment Construction Project No. 1007-10-01 South Dane County Line to USH 12/18

Town of Deerfield

## East Church Road to Siggelkow Road

WISCONSIN DEPARTMENT OF TRANSPORTATION

39/90 IMPROVING a gateway to Wisconsin



1007-10-81  
R/W ID: 100711-23  
CTH AB Bridge  
Apprs B-13-0726  
Construction Year: 2018

1007-10-87  
R/W ID: 1007-10-20  
Williams Drive Bridge  
Apprs B-13-0721  
Construction Year: 2016

1007-10-86  
R/W ID: 1007-10-23  
CTH N Interchange  
Construction Year: 2016

1007-10-89  
R/W ID: 1007-11-21  
Church Street Bridge  
Apprs B-13-0719  
Construction Year: 2016

1007-11-70  
R/W ID: 1007-11-22  
CTH BN Bridge  
Apprs B-13-0718  
Construction Year: 2016

1007-10-88 & 1007-10-84  
R/W ID: 1007-10-27  
CTH MN to Siggelkow Road  
Construction Years: 2016 & 2019

1007 10 88 & 1007 11 71  
R/W ID: 1007 10 27  
East Church Road to CTH MN  
Construction Years: 2016 & 2017

**Legend**

- Roads
- Municipal Boundary
- Water

0 0.5 Mile

# Legend

- Hoopen Road
  - Roads
  - Municipal Boundary
  - Water
- 0 0.5 1 Mile
- 

**1007 10 79**  
R/W ID: 1007 10 28  
Maple Grove Road to East Church Road  
Construction Years: 2015 & 2016

**1007-10-75**  
R/W ID: 1007-10-21  
CTH A Bridge  
Apprs B-13-0709  
Construction Year: 2014

**1007-10-73**  
SB Bridges  
Apprs B-13-0707 & B-13-0710  
Construction Year: 2014

**1007 10 78** X  
R/W ID: 1007 10 26  
South Dane County Line to Maple Grove Road  
Construction Years: 2015 & 2016

**1007-10-76**  
R/W ID: 1007-10-24  
STH 106 Bridge  
Apprs B-13-0703  
Construction Year: 2014

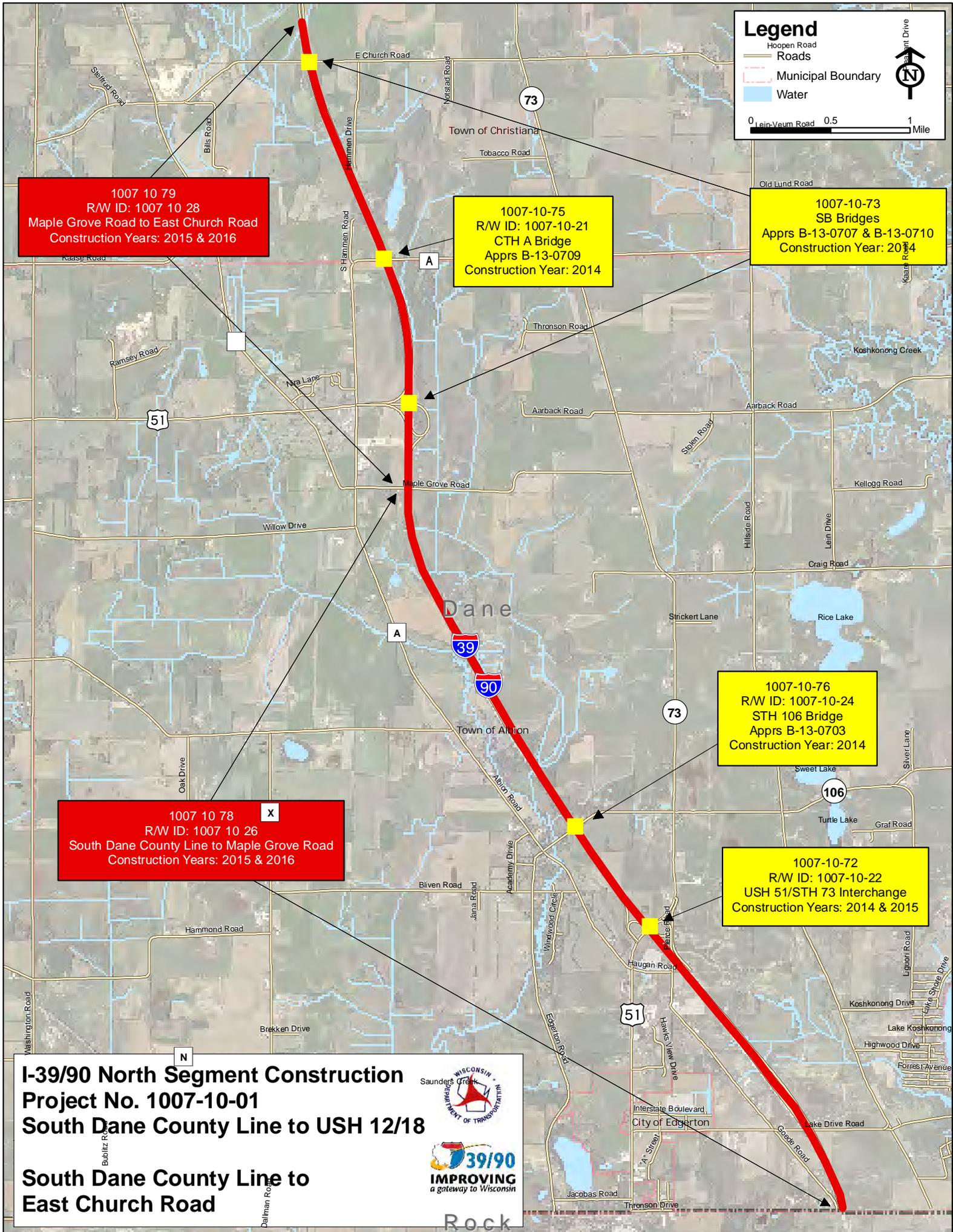
**1007-10-72**  
R/W ID: 1007-10-22  
USH 51/STH 73 Interchange  
Construction Years: 2014 & 2015

## I-39/90 North Segment Construction Project No. 1007-10-01 South Dane County Line to USH 12/18

## South Dane County Line to East Church Road



Rock



<b>I-39/90 NORTH SEGMENT (Dane County)</b>							
<b>Construction ID:</b>	<b>Project Limits</b>	<b>Project Type</b>	<b>Construction Year</b>	<b>Temporary Pavement/ Side Road Pavement (Asphalt)</b>	<b>Mainline Pavement Replacement (Concrete)</b>	<b>Grading</b>	<b>Bridge Rehabilitation/ Replacement</b>
<b>I-39/90: SOUTH DANE COUNTY LINE TO EAST CHURCH ROAD</b>							
1007-10-72	US 51/STH 73 INTERCHANGE	Interchange Reconstruction	2015-2016	X		X	X
1007-10-73	SB BRIDGES/B-13-0707 B-13-0710	Bridge Replacement	2015		X	X	X
1007-10-75	CTH A BRIDGE/APPRS B-13-0709	Bridge Replacement	2015	X		X	X
1007-10-76	STH 106 BRIDGE/APPRS B-13-0703	Bridge Replacement	2015	X		X	X
1007-10-78	SOUTH DANE CTY LN TO MAPLE GROVE RD	Pavement Reconstruction & Structure Replacement	2016-2018	X	X	X	X
1007-10-79	MAPLE GROVE RD TO EAST CHURCH RD	Pavement Reconstruction & Structure Replacement	2016-2018	X	X	X	X
<b>I-39/90: EAST CHRUCH ROAD TO SIGGELKOW ROAD</b>							
1007-10-71	SIGGELKOW RD BRIDGE/APPRS B-13-0137	Bridge Rehabilitation	2014-2015		X	X	X
1007-10-81	CTH AB BRIDGE/APPRS B-13-0726	Bridge Replacement	2017	X		X	X
1007-10-84	CTH MN TO SIGGELKOW ROAD	Pavement Reconstruction & Structure Replacement	2018-2020	X	X	X	X
1007-10-86	CTH N INTERCHANGE	Interchange Reconstruction	2017-2018	X		X	X
1007-10-87	WILLIAMS DR BRIDGE/APPRS B-13-0721	Bridge Replacement	2017	X		X	X
1007-10-88	EAST CHURCH ROAD TO SIGGELKOW RD	Temporary Pavement & Structure Widening	2017	X		X	X
1007-10-89	CHURCH ST BRIDGE/APPRS B-13-0719	Bridge Replacement	2017	X		X	X
1007-11-70	CTH BN BRIDGE/APPRS B-13-0718	Bridge Replacement	2017	X		X	X
1007-11-71	EAST CHURCH ROAD TO CTH MN	Pavement Reconstruction & Structure Replacement	2018-2020	X	X	X	X
<b>I-39/90: US 12/18 INTERCHANGE (BELTLINE INTERCHANGE)</b>							
1007-10-80	SIGGELKOW RD TO USH 12/18	Temporary Pavement & Structure Widening	2018-2019	X		X	X
1007-10-82	USH 12/18 INTERCHANGE	Interchange Reconstruction	2018-2020	X	X	X	X
1007-10-83	USH 12/18 INTERCHANGE	Interchange Reconstruction	2018-2020	X		X	X
1007-10-85	SIGGELKOW ROAD TO USH 12/18	Pavement Reconstruction & Structure Replacement	2019-2021	X	X	X	X
<b>STH 73:</b>							
3070-00-72	PIERCE ROAD TO FADNESS ROAD	Pavement Reconstruction	2014	X		X	
3070-00-73	FADNESS ROAD TO LONDON ROAD	Pavement Reconstruction & Structure Replacement	2014-2015	X		X	X

# Contract **Equity Provisions**

Office of Business Opportunity & Equity Compliance  
Division of Transportation and System Development  
Wisconsin Department of Transportation

# Contractor Obligations

## *Outlined in FHWA 1273*

- 1) Contractor must have EEO policy
- 2) Contractor must have a designated EEO Officer
- 3) Contractor's employees must be trained on the its EEO policy
- 4) Union Contractors should
  - ▶ *incorporate an EEO clause into union agreements*
  - ▶ *cooperate with the unions to increase minority and women opportunities*
- 5) Contractors are required to ensure that subcontractors comply with EEO principles

# DBE Goal Setting Process

## ➔ Annual Statewide DBE goal

⇒ Anticipated federal funds, Pool of RWA firms and Pre-qualified bidders

⇒ Goals assigned on a contract-by-contract basis to meet \$\$\$

## ➔ Goal attainment is a condition of contract execution

*After Notification of contract award, before execution*

⇒ DBE Commitment Form (DT1506)

⇒ Signed Attachment A

⇒ Good Faith Effort Forms (DT1202)

# Good Faith Effort

- ➔ A measure and evaluation of prime contractor's total effort toward meeting the project DBE goal.
- ➔ Guiding Regulation: 49 Code of Federal Regulations Part 26.53
  - Whenever DOT has established a DBE contract goal, DOT must award the contract **only** to a bidder who makes good faith effort to meet it
- ➔ Practical Guide: Good Faith Effort Guidance developed and approved by industry stakeholders of TRANSAC

# Good Faith Effort

- ➔ Solicit quotes through all reasonable means, **email**, postal mail, fax, phone call.
  - ⇒ Solicit quotes 10 days prior to letting
  - ⇒ Send second solicitation within 5 days
- ➔ Provide adequate information about plans and specifications to DBE firms
- ➔ Maintain a log of all DBE outreach attempts
- ➔ Respond to DBE inquiries

# Reporting DBE Commitment

## ➔ DBE Commitment form completion

- ⇒ Required within 10 working days after notification of contract award
- ⇒ Failure to submit DBE Commitment or Good Faith Effort forms may result in proposal guaranty withdrawal

# Additional Special Provisions (ASP)

- ➔ ASP 1: TrANS Graduates hiring goals & incentives
  - ➔ TrANS Grads hiring goals
- ➔ ASP 3: DBE Program Implementation
- ➔ ASP 4: Prompt Payment
- ➔ ASP 7: 1<sup>st</sup> Tier & DBE Payment Tracking
- ➔ ASP 8: EEO /Affirmative Action Requirements
- ➔ ASP 9: Electronic Certified Payroll Submittal

# ASP 1 TRANS Goals & Incentives

- ➔ Goals set on project-by-project basis using:
  - ⇒ Contract work type & amount
  - ⇒ TRANS program, graduate availability
  - ⇒ Census data
- ➔ Prime & Subcontractors are eligible for payment
  - ⇒ Prime invoices WisDOT
  - ⇒ 2 years for general laborer; apprenticeship duration
  - ⇒ \$5/hr or \$10/hr
- ➔ TrANS Graduates are tracked using CRCS system

# ASP 3 DBE Program Implementation

- ➔ DBE Goal reported on proposal cover
- ➔ Aggressively solicit DBE subcontractors, suppliers
- ➔ Provision of assistance & information to DBE firms
- ➔ Submission of DBE Commitment Forms
- ➔ Good Faith Effort Requirements

# ASP 4 Prompt Payment

- ➔ 10 days from the date of prior tier's receipt of payment
- ➔ Visible using the CRCS system
- ➔ Withholding subcontractor payments past 10 days requires written notice to project manager with reason

# ASP 7 Reporting DBE & 1<sup>st</sup> Tier Payments

## Tracking Actual Payments

### ➔ 49 CFR 26.37 (c)

⇒ “must provide for a running tally of actual DBE attainments (e.g. payments actually made to DBE firms), including a means of comparing these attainments to commitments.”

- ➔ Registration and use of CRCS web-based system
- ➔ Contractor must report payments to DBE firms within 10 calendar days on CRCS system
- ➔ DBE firms acknowledge receipt of payment via web-based internet system

# ASP 8 EEO-Affirmation Action

## Federal Requirements for Contractors/Subcontractors

### ➔ US Department of Labor [USDOL] Monitoring and Reporting Requirements

#### Monitoring

- ⇒ Primes appoint an EEO/Affirmative Action Manager for the project
- ⇒ Subcontractors appoint EEO/Affirmative Action Project Coordinator

#### Reporting

- ⇒ Special Project Affirmative Action Oversight {SPAAOC} Meetings
- ⇒ Monthly utilization reports
- ⇒ Monthly hiring activity reports

# ASP 9 Electronic Certified Payroll

- ➔ Purpose: Track timely labor payments and verification of prevailing wage rates
- ➔ Requires use of CRCS web-based data system
- ➔ Submit payroll within 7 days following the close of payroll period
- ➔ Reject paper submittals: Forms DT-1816 and DT-1929